Electronic Military Evaluations: Training Package

Section 9: Evaluation Processing Basics

Training Conditions:

Users need:

- CAC & AKO logon information
- Access to AKO & PureEdge & ApproveIt
- Knowledge on basic portal and forms functions in My Forms
- These slides – Instructors have students execute each of these tasks.
- Trainer needs: The word document that is in the POC website on training titled: Sect G: Training Outline Eval Processing Basics

Additional items needed for training on these tasks:

- Word document with text saved to computer
- NCOER or OER saved to computer (outside My Forms)

Process a Military Evaluation:

- The next 2 slides lay out a method of using My Forms with OER and NCOER processing. These are best printed and viewed in that format.

- There are other ways to execute this processing, but this is a good start for most units.

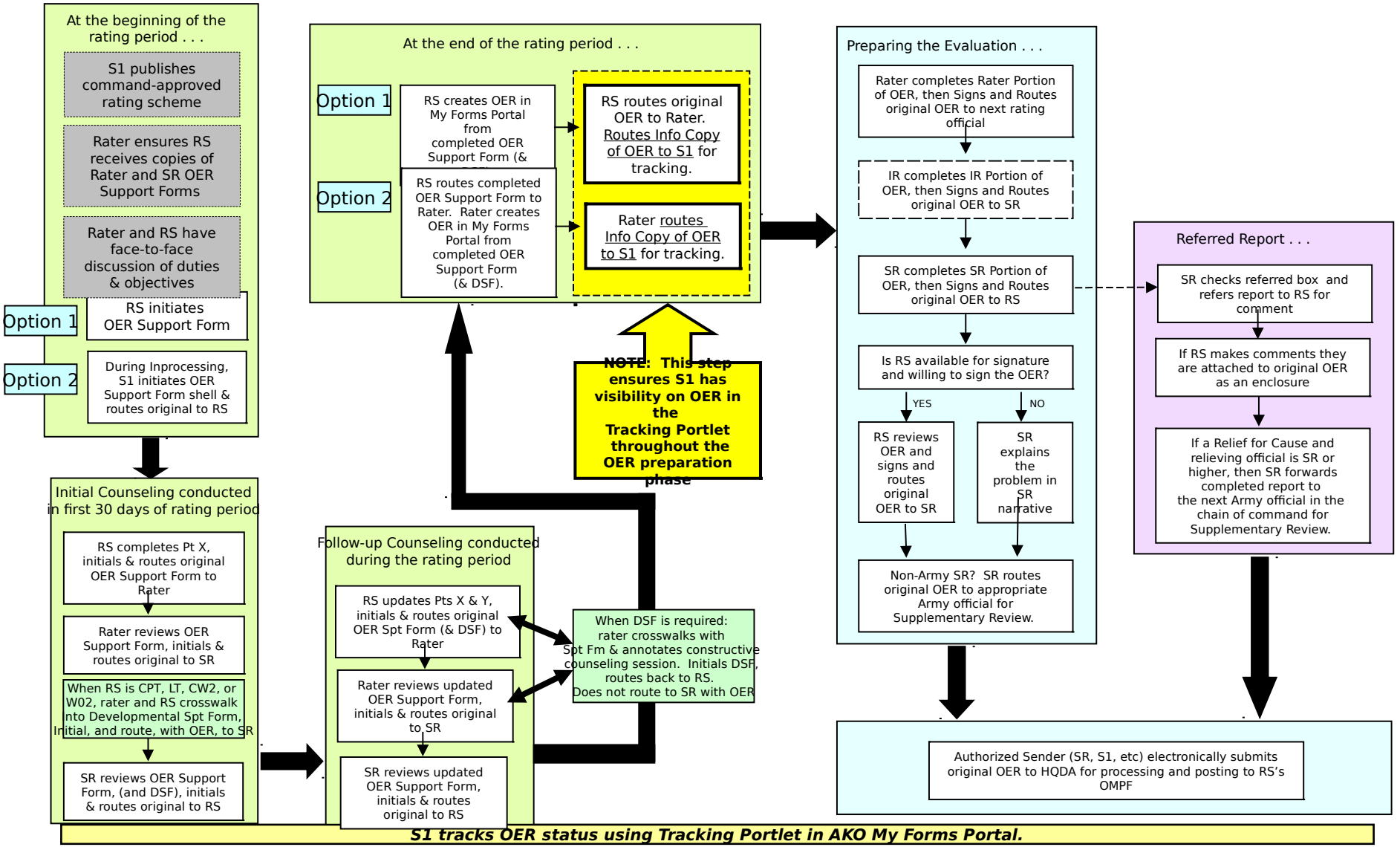
- Using My Forms for all actions reduces the possibility of errors and provides the greatest amount of tracking and administrative coverage for HR managers.

AKO My Forms Portal
valuations Business Process - Officers

LEGEND

RS Rated Soldier
IR Intermediate Rater
SR Senior Rater

Action in My Forms Portal
Action offline

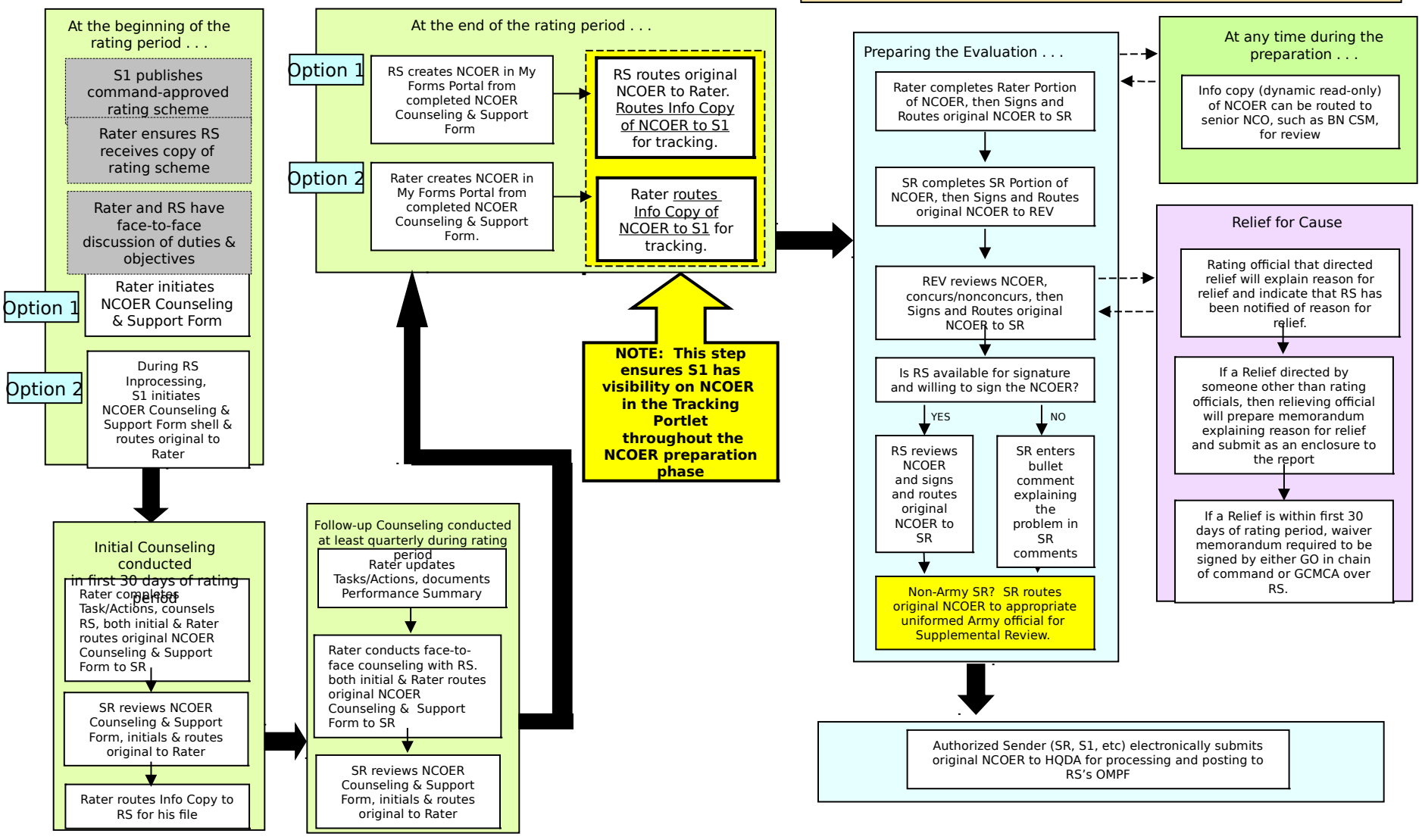

At the beginning of the rating period . . .
S1 publishes command-approved rating scheme
Rater ensures RS receives copies of Rater and SR OER Support Forms
Rater and RS have face-to-face discussion of duties & objectives
Option 1
RS initiates OER Support Form
Option 2
During Inprocessing, S1 initiates OER Support Form shell & routes original to RS
Initial Counseling conducted in first 30 days of rating period
RS completes Pt X, initials & routes original OER Support Form to Rater
Rater reviews OER Support Form, initials & routes original to SR
When RS is CPT, LT, CW2, or W02, rater and RS crosswalk into Developmental Spt Form, Initial, and route, with OER, to SR
SR reviews OER Support Form, (and DSF), initials & routes original to RS
Follow-up Counseling conducted during the rating period
RS updates Pts X & Y, initials & routes original OER Spt Form (& DSF) to Rater
Rater reviews updated OER Support Form, initials & routes original to SR
SR reviews updated OER Support Form, initials & routes original to RS
When DSF is required: rater crosswalks with Spt Fm & annotates constructive counseling session. Initials DSF, routes back to RS. Does not route to SR with OER
At the end of the rating period . . .
Option 1
RS creates OER in My Forms Portal from completed OER Support Form (&
Option 2
RS routes completed OER Support Form to Rater. Rater creates OER in My Forms Portal from completed OER Support Form (& DSF).
RS routes original OER to Rater. Routes Info Copy of OER to S1 for tracking.
Rater routes Info Copy of OER to S1 for tracking.
NOTE: This step ensures S1 has visibility on OER in the Tracking Portlet throughout the OER preparation phase
Preparing the Evaluation . . .
Rater completes Rater Portion of OER, then Signs and Routes original OER to next rating official
IR completes IR Portion of OER, then Signs and Routes original OER to SR
SR completes SR Portion of OER, then Signs and Routes original OER to RS
Is RS available for signature and willing to sign the OER?
YES
NO
RS reviews OER and signs and routes original OER to SR
SR explains the problem in SR narrative
Non-Army SR? SR routes original OER to appropriate Army official for Supplementary Review.
Referred Report . . .
SR checks referred box and refers report to RS for comment
If RS makes comments they are attached to original OER as an enclosure
If a Relief for Cause and relieving official is SR or higher, then SR forwards completed report to the next Army official in the chain of command for Supplementary Review.
Authorized Sender (SR, S1, etc) electronically submits original OER to HQDA for processing and posting to RS's OMPF
S1 tracks OER status using Tracking Portlet in AKO My Forms Portal.

AKO My Forms Portal
Evaluations Business Process - NCOs

LEGEND

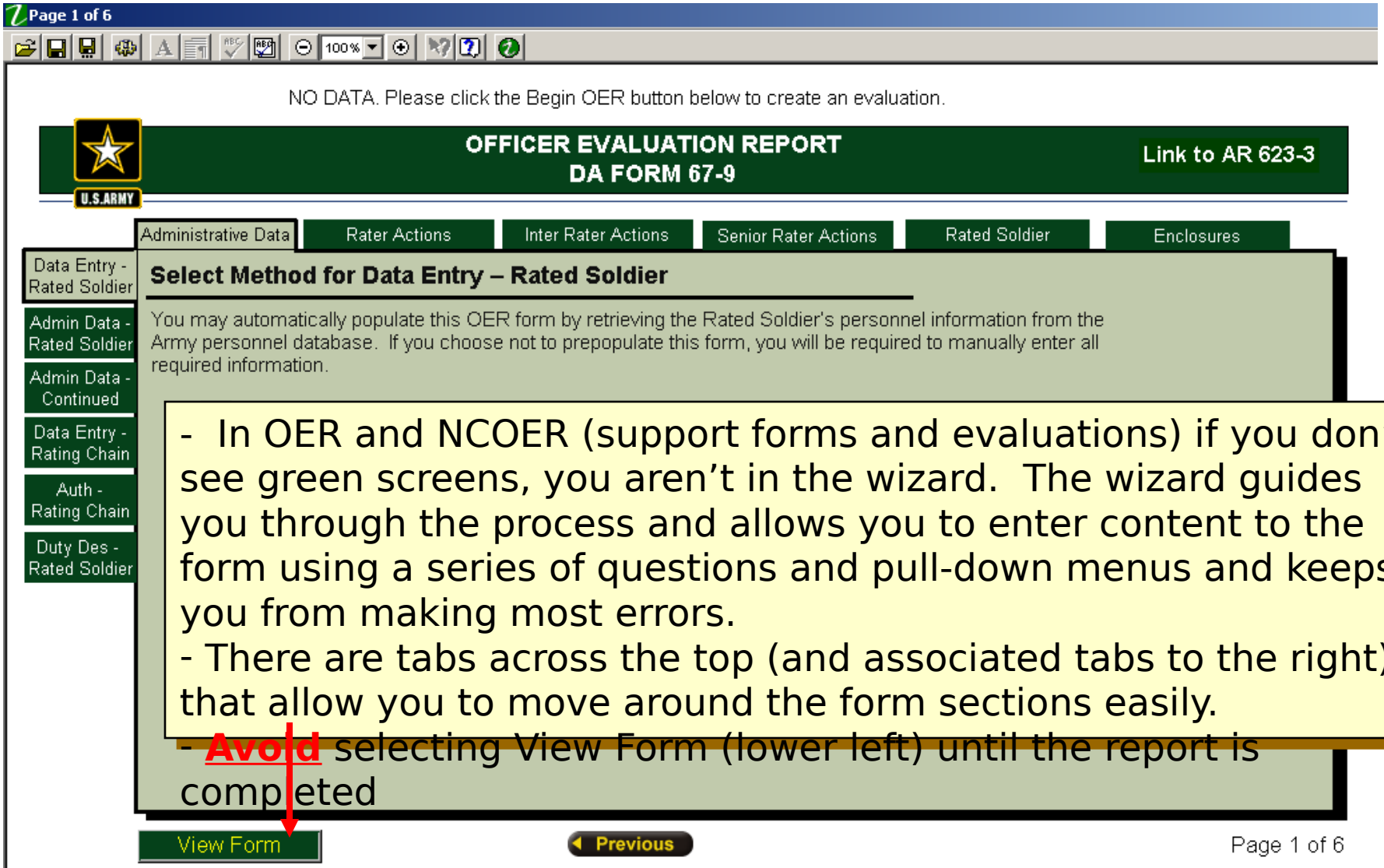
RS Rated Soldier
SR Senior Rater
REV Reviewer

Action in My Forms Portal
Action offline


At the beginning of the rating period . . .
S1 publishes command-approved rating scheme
Rater ensures RS receives copy of rating scheme
Rater and RS have face-to-face discussion of duties & objectives
Option 1
Rater initiates NCOER Counseling & Support Form
Option 2
During RS Inprocessing, S1 initiates NCOER Counseling & Support Form shell & routes original to Rater
Initial Counseling conducted in first 30 days of rating period
Rater completes Task/Actions, counsels RS, both initial & Rater routes original NCOER Counseling & Support Form to SR
SR reviews NCOER Counseling & Support Form, initials & routes original to Rater
Rater routes Info Copy to RS for his file
At the end of the rating period . . .
Option 1
RS creates NCOER in My Forms Portal from completed NCOER Counseling & Support Form
RS routes original NCOER to Rater. Routes Info Copy of NCOER to S1 for tracking.
Option 2
Rater creates NCOER in My Forms Portal from completed NCOER Counseling & Support Form.
Rater routes Info Copy of NCOER to S1 for tracking.
NOTE: This step ensures S1 has visibility on NCOER in the Tracking Portlet throughout the NCOER preparation phase
Follow-up Counseling conducted at least quarterly during rating period
Rater updates Tasks/Actions, documents Performance Summary
Rater conducts face-to-face counseling with RS. both initial & Rater routes original NCOER Counseling & Support Form to SR
SR reviews NCOER Counseling & Support Form, initials & routes original to Rater
Preparing the Evaluation . . .
Rater completes Rater Portion of NCOER, then Signs and Routes original NCOER to SR
SR completes SR Portion of NCOER, then Signs and Routes original NCOER to REV
REV reviews NCOER, concurs/nonconcurs, then Signs and Routes original NCOER to SR
Is RS available for signature and willing to sign the NCOER?
YES
NO
RS reviews NCOER and signs and routes original NCOER to SR
SR enters bullet comment explaining the problem in SR comments
Non-Army SR? SR routes original NCOER to appropriate uniformed Army official for Supplemental Review.
At any time during the preparation . . .
Info copy (dynamic read-only) of NCOER can be routed to senior NCO, such as BN CSM, for review
Relief for Cause
Rating official that directed relief will explain reason for relief and indicate that RS has been notified of reason for relief.
If a Relief directed by someone other than rating officials, then relieving official will prepare memorandum explaining reason for relief and submit as an enclosure to the report
If a Relief is within first 30 days of rating period, waiver memorandum required to be signed by either GO in chain of command or GCMCA over RS.
Authorized Sender (SR, S1, etc) electronically submits original NCOER to HQDA for processing and posting to RS's OMPF

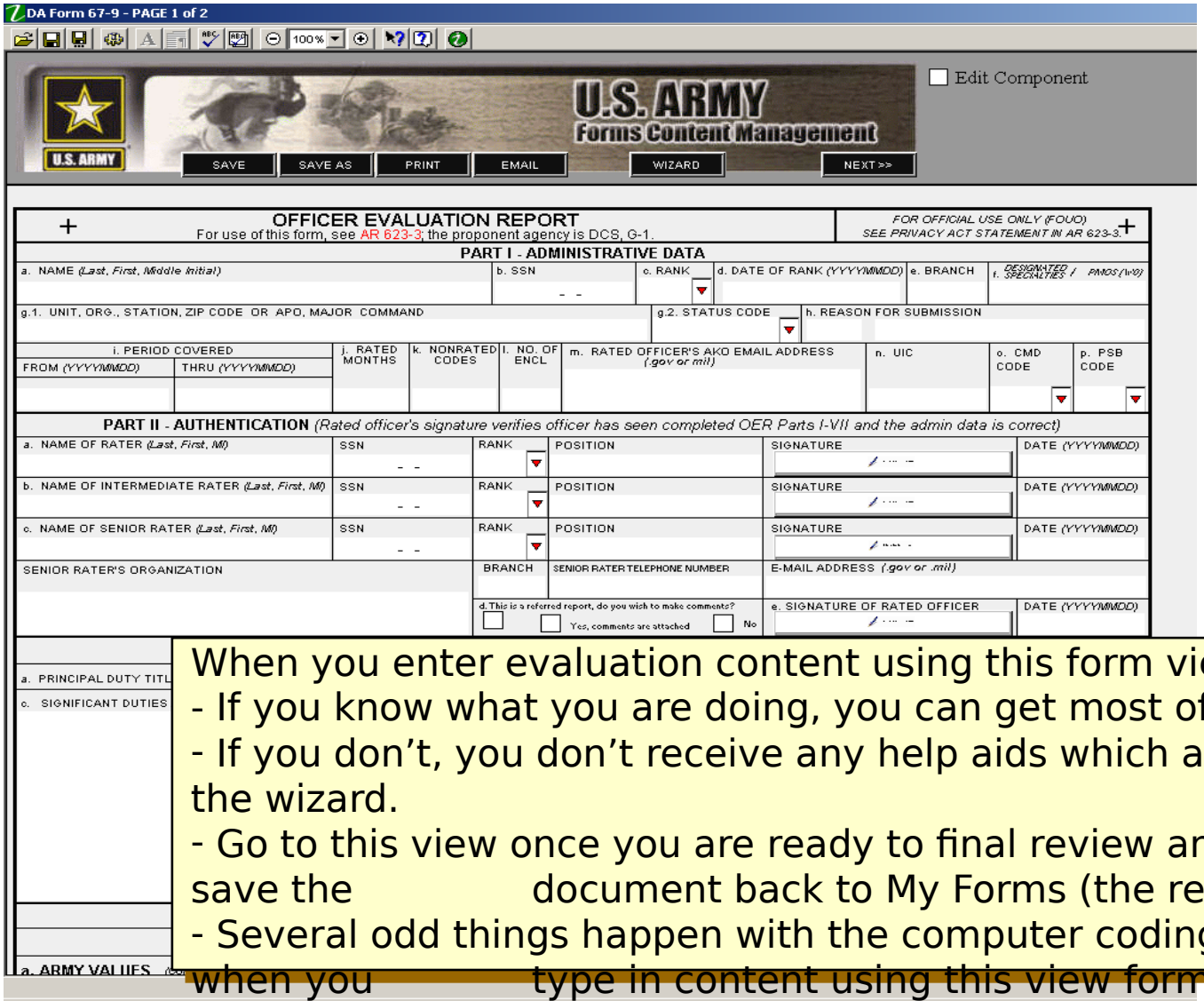
S1 tracks NCOER status using Tracking Portlet in AKO My Forms Portal.

This is an evaluation wizard form …


Page 1 of 6
100%
NO DATA. Please click the Begin OER button below to create an evaluation.
U.S.ARMY
OFFICER EVALUATION REPORT
DA FORM 67-9
Link to AR 623-3
Administrative Data
Rater Actions
Inter Rater Actions
Senior Rater Actions
Rated Soldier
Enclosures
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Select Method for Data Entry – Rated Soldier
You may automatically populate this OER form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.
View Form
Previous
Page 1 of 6

- In OER and NCOER (support forms and evaluations) if you don't see green screens, you aren't in the wizard. The wizard guides you through the process and allows you to enter content to the form using a series of questions and pull-down menus and keeps you from making most errors.
- There are tabs across the top (and associated tabs to the right) that allow you to move around the form sections easily.
- **Avoid** selecting View Form (lower left) until the report is completed

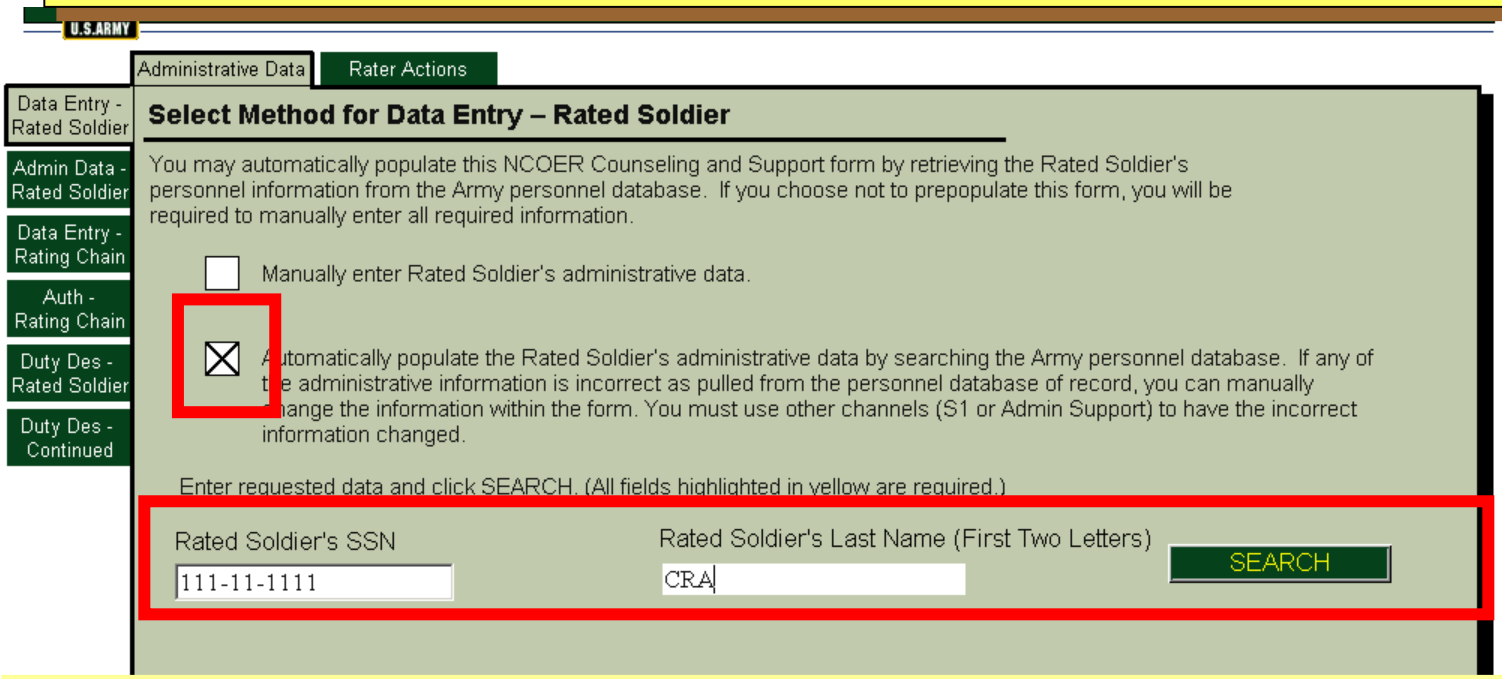
Don’t hit “VIEW FORM” and start typing …


DA Form 67-9 - PAGE 1 of 2
U.S. ARMY
Forms Content Management
Edit Component
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-3.
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial)
b. SSN
c. RANK
d. DATE OF RANK (YYYYMMDD)
e. BRANCH
f. DESIGNATED SPECIALTIES / PMOS (Iv0)
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND
g.2. STATUS CODE
h. REASON FOR SUBMISSION
i. PERIOD COVERED
FROM (YYYYMMDD)
THRU (YYYYMMDD)
j. RATED MONTHS
k. NONRATED CODES
l. NO. OF ENCL
m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or .mil)
n. UIC
o. CMD CODE
p. PSB CODE
PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)
a. NAME OF RATER (Last, First, MI)
SSN
RANK
POSITION
SIGNATURE
DATE (YYYYMMDD)
b. NAME OF INTERMEDIATE RATER (Last, First, MI)
c. NAME OF SENIOR RATER (Last, First, MI)
SENIOR RATER'S ORGANIZATION
BRANCH
SENIOR RATER TELEPHONE NUMBER
E-MAIL ADDRESS (.gov or .mil)
d. This is a referred report, do you wish to make comments?
Yes, comments are attached
No
e. SIGNATURE OF RATED OFFICER
a. PRINCIPAL DUTY TITL
c. SIGNIFICANT DUTIES
a. ARMY VALUES
Start
OERS-E 3.3
H:\Shared\TAG...
My Documents
draft Tng 2007 ...
DA Form 6

When you enter evaluation content using this form view:

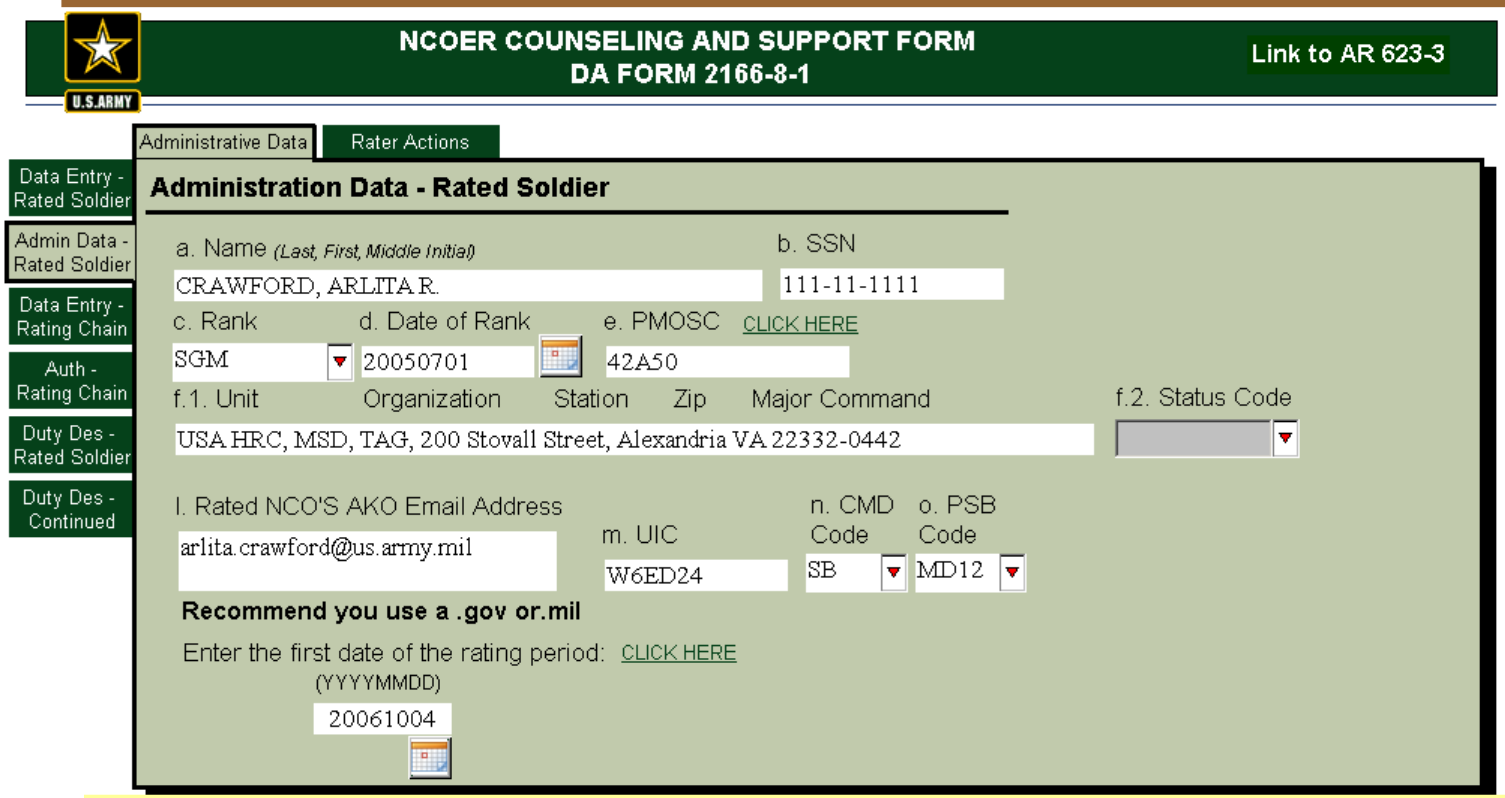
- If you know what you are doing, you can get most of it correct.
- If you don’t, you don’t receive any help aids which are embedded in the wizard.
- Go to this view once you are ready to final review and digitally sign or save the document back to My Forms (the repository).
- Several odd things happen with the computer coding and help buttons when you type in content using this view format. Use the wizard.

Autofill Information to a Form:


U.S.ARMY
Administrative Data
Rater Actions
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Duty Des - Continued
Select Method for Data Entry – Rated Soldier
You may automatically populate this NCOER Counseling and Support form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.
Manually enter Rated Soldier's administrative data.
Automatically populate the Rated Soldier's administrative data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.
Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)
Rated Soldier's SSN
111-11-1111
Rated Soldier's Last Name (First Two Letters)
CRA
SEARCH

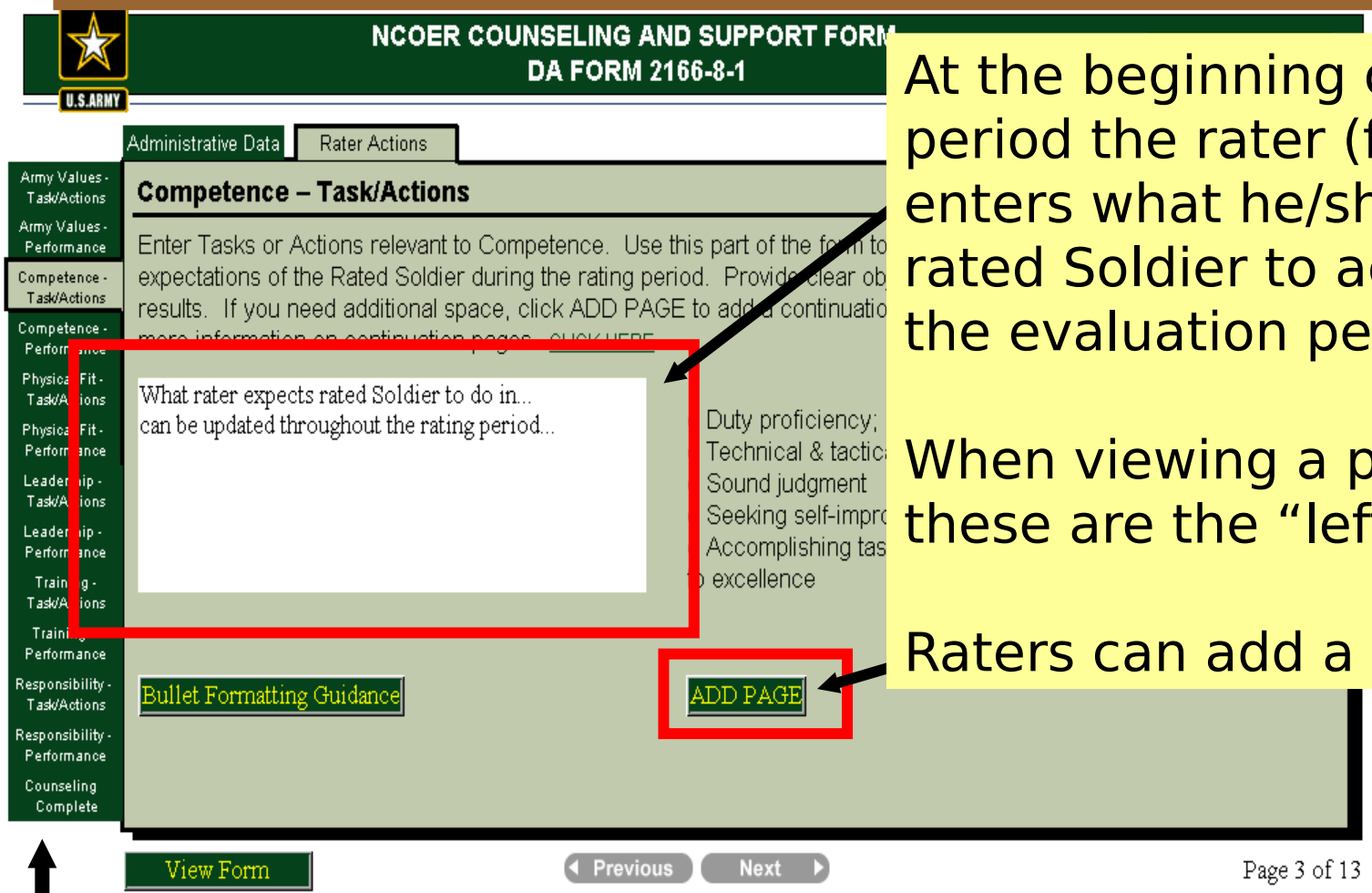
Once inside a wizard form, select the automatically populate box. Add an SSN and at least the first 2 letters of the last name. Hit SEARCH. No demo for these slides as it doesn't work for a fake SSN. This pulls information from ITAPDB. If the pull doesn't work – check the SSN and retry. If it still doesn't work, manually enter information.

Autofill Information to a Form:



Info pulled from ITAPDB can be updated if it is not correct.
Usually, unit information needs to be cleaned up to make it le

Complete NCOER Counseling:



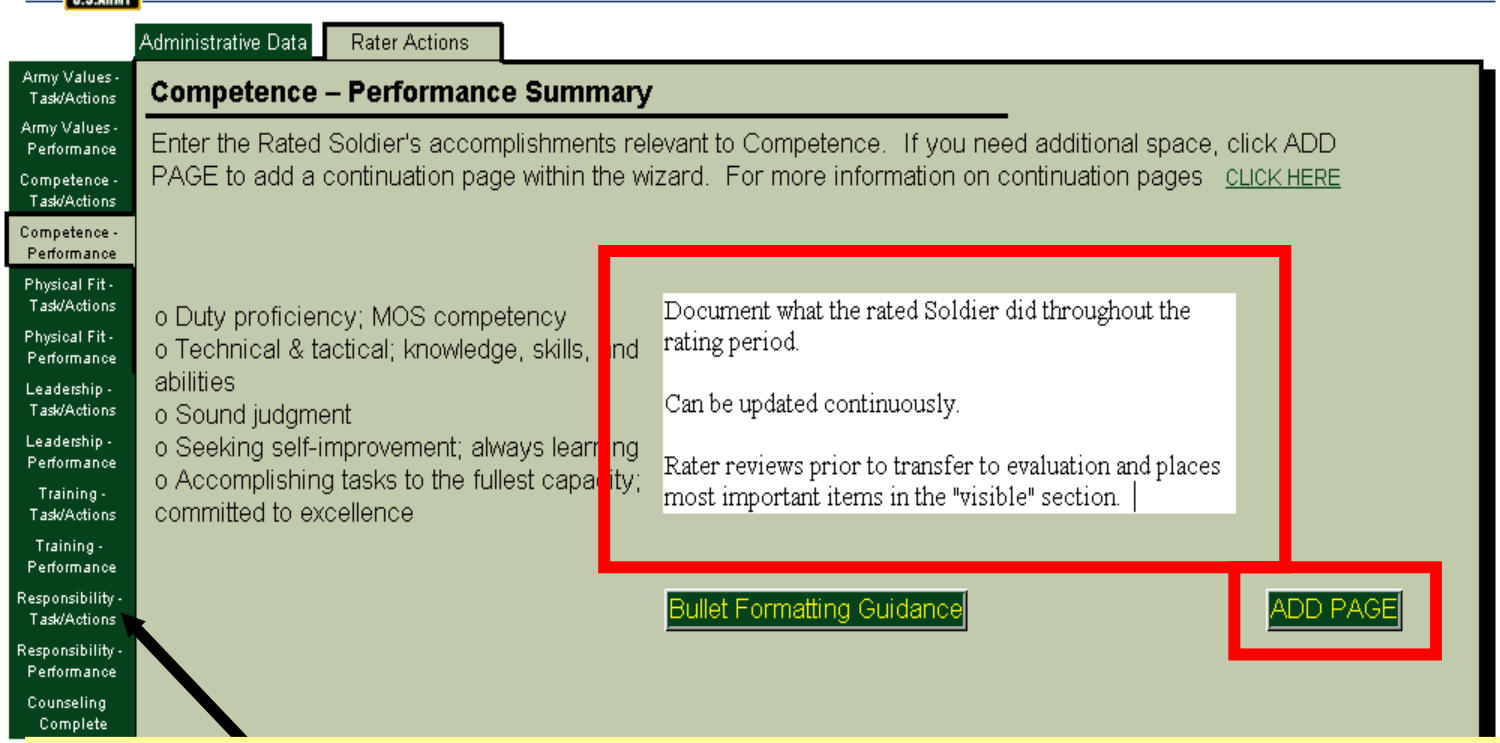
At the beginning of an evaluati
period the rater (for an NCO)
enters what he/she expects the
rated Soldier to accomplish dur
the evaluation period.

When viewing a printed page
these are the “left column” bloc

Raters can add a page if neede

Task/Action tabs alternate with performance tabs along left edge.

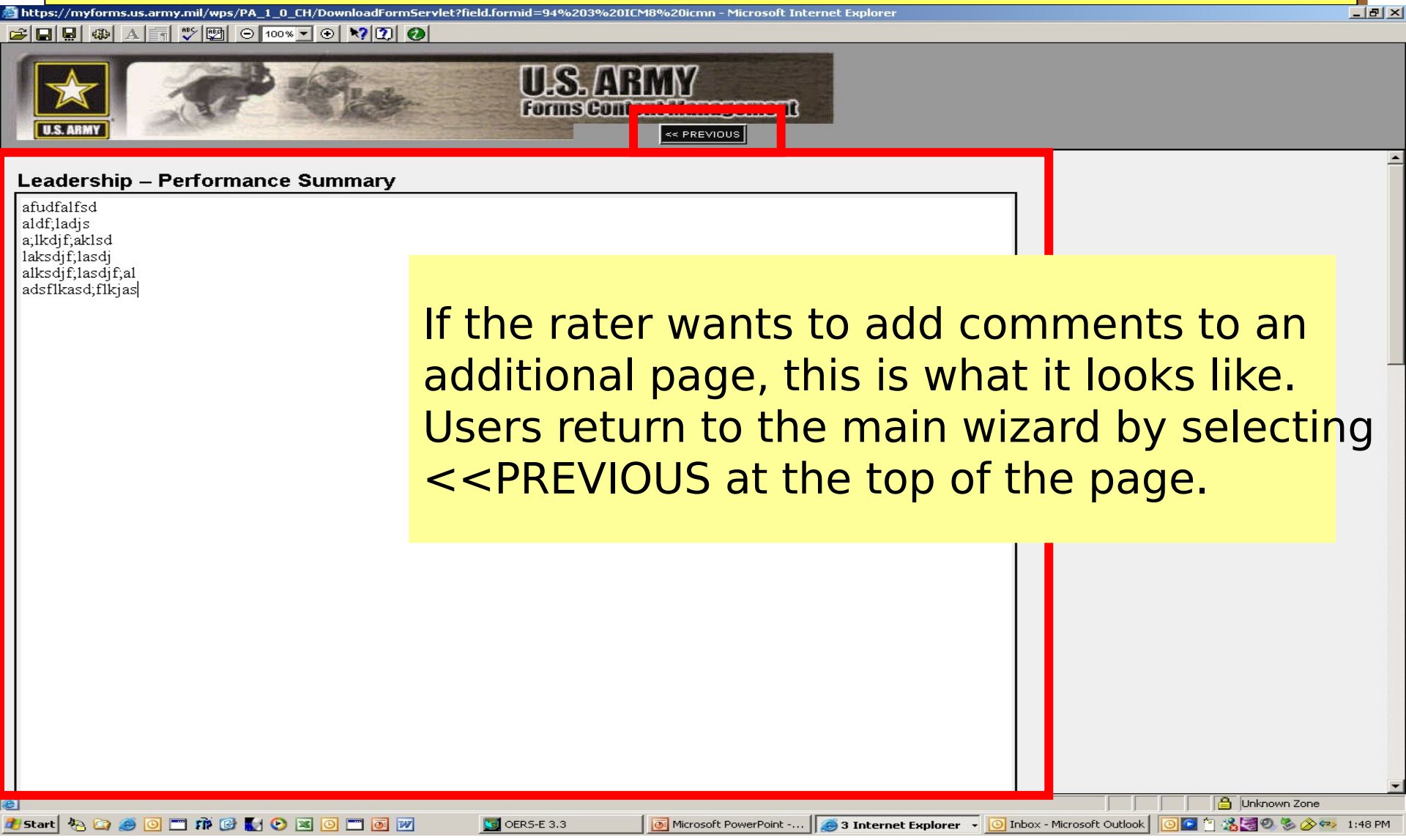
Complete NCOER Counseling:


U.S.ARMY
Administrative Data
Rater Actions
Army Values - Task/Actions
Army Values - Performance
Competence - Task/Actions
Competence - Performance
Physical Fit - Task/Actions
Physical Fit - Performance
Leadership - Task/Actions
Leadership - Performance
Training - Task/Actions
Training - Performance
Responsibility - Task/Actions
Responsibility - Performance
Counseling Complete
Competence – Performance Summary
Enter the Rated Soldier's accomplishments relevant to Competence. If you need additional space, click ADD PAGE to add a continuation page within the wizard. For more information on continuation pages CLICK HERE
o Duty proficiency; MOS competency
o Technical & tactical; knowledge, skills, nd abilities
o Sound judgment
o Seeking self-improvement; always learn ng
o Accomplishing tasks to the fullest capa ity; committed to excellence
Document what the rated Soldier did throughout the rating period.
Can be updated continuously.
Rater reviews prior to transfer to evaluation and places most important items in the "visible" section.
Bullet Formatting Guidance
ADD PAGE

At least quarterly throughout & at the end of an evaluation period rat (for an NCO) enters what the rated Soldier accomplished during the evaluation period. Raters can add a page if needed.

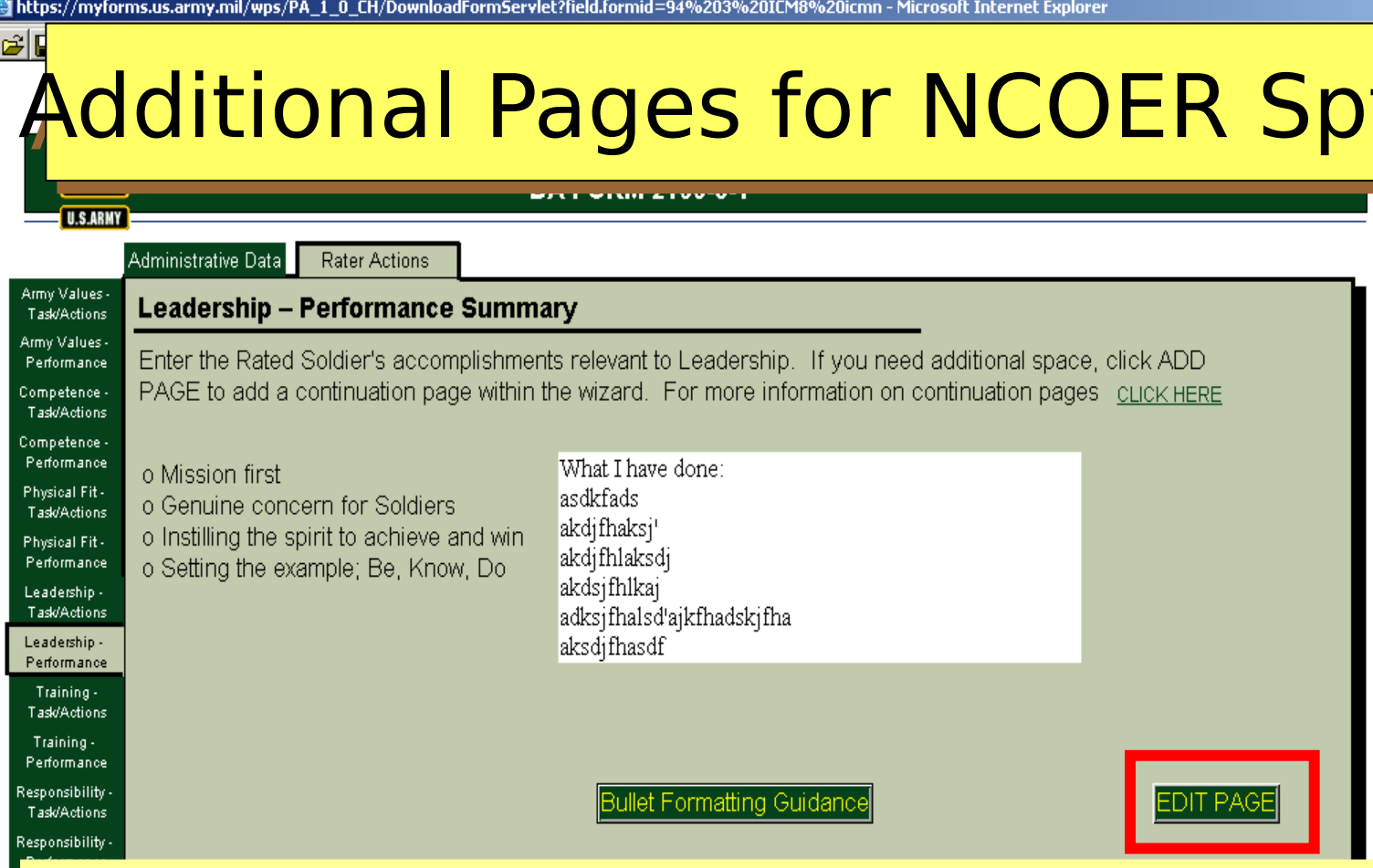
Performance sections alternate with Task/Actions tabs on left.

Additional Pages for NCOER Spt Form:



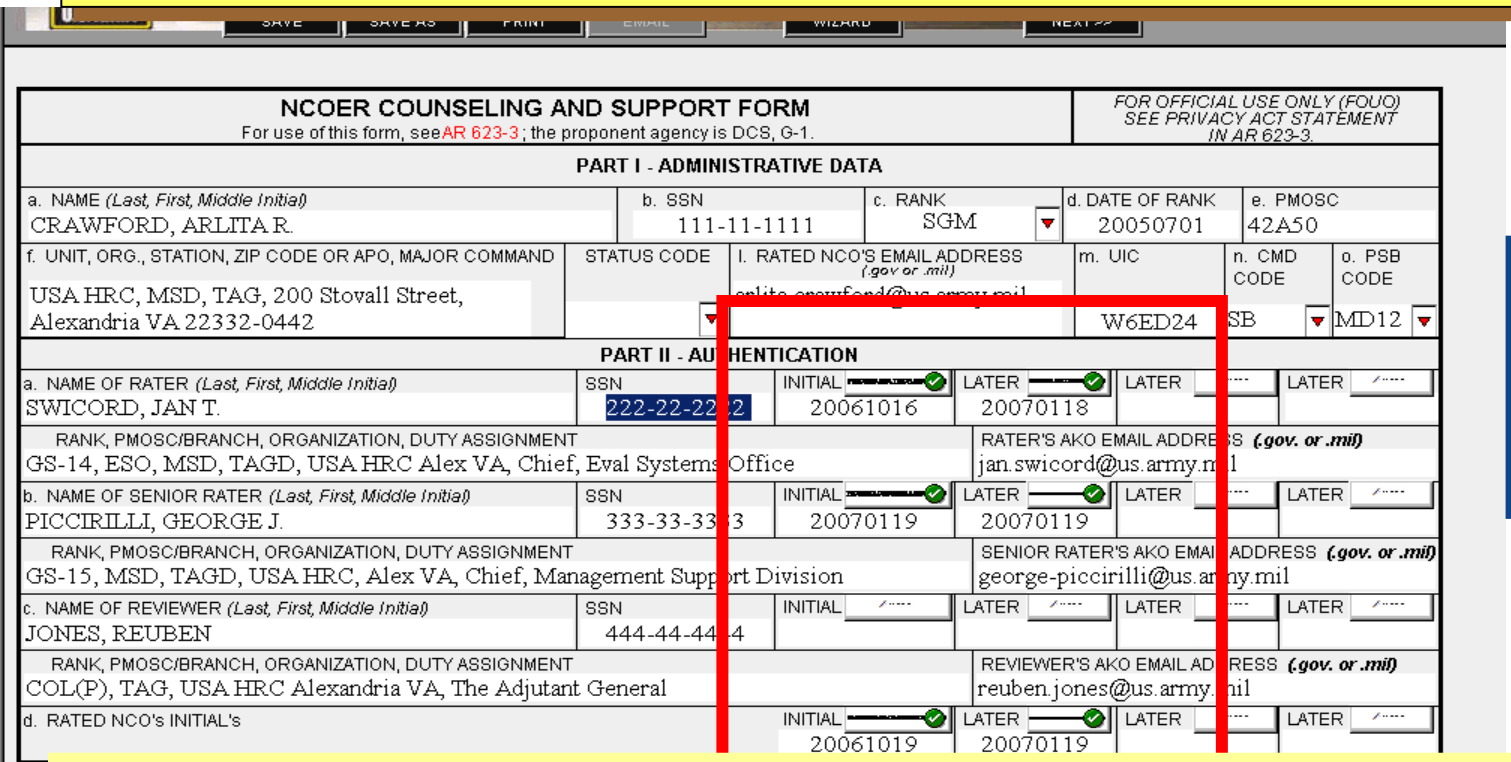
If the rater wants to add comments to an additional page, this is what it looks like. Users return to the main wizard by selecting <<PREVIOUS at the top of the page.

Additional Pages for NCOER Spt Form:


https://myforms.us.army.mil/wps/PA_1_0_CH/DownloadFormServlet?field.formid=94%203%20ICM8%20icmn - Microsoft Internet Explorer
U.S.ARMY
Administrative Data
Rater Actions
Army Values - Task/Actions
Army Values - Performance
Competence - Task/Actions
Competence - Performance
Physical Fit - Task/Actions
Physical Fit - Performance
Leadership - Task/Actions
Leadership - Performance
Training - Task/Actions
Training - Performance
Responsibility - Task/Actions
Leadership – Performance Summary
Enter the Rated Soldier's accomplishments relevant to Leadership. If you need additional space, click ADD PAGE to add a continuation page within the wizard. For more information on continuation pages CLICK HERE
o Mission first
o Genuine concern for Soldiers
o Instilling the spirit to achieve and win
o Setting the example; Be, Know, Do
What I have done:
asdkfads
akdjfhaksj'
akdjfhlaksdj
akdsjfhlkaj
adksjfhalsd'ajkfhadskjfha
aksdjfhasdf
Bullet Formatting Guidance
EDIT PAGE

After adding comments to an additional page and returning to t
Wizard form, the user no longer sees an option to add a page.
function box now reflects an option to EDIT PAGE.
Should you see EDIT PAGE, you know there is an additional page of information.

Complete NCOER Counseling:



NCOER COUNSELING AND SUPPORT FORM
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
CRAWFORD, ARLITA R.	111-11-1111	SGM	20050701	42A50

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	STATUS CODE	l. RATED NCO'S EMAIL ADDRESS (.gov or .mil)	m. UIC	n. CMD CODE	o. PSB CODE
USA HRC, MSD, TAG, 200 Stovall Street, Alexandria VA 22332-0442		[illegible]	W6ED24	SB	MD12

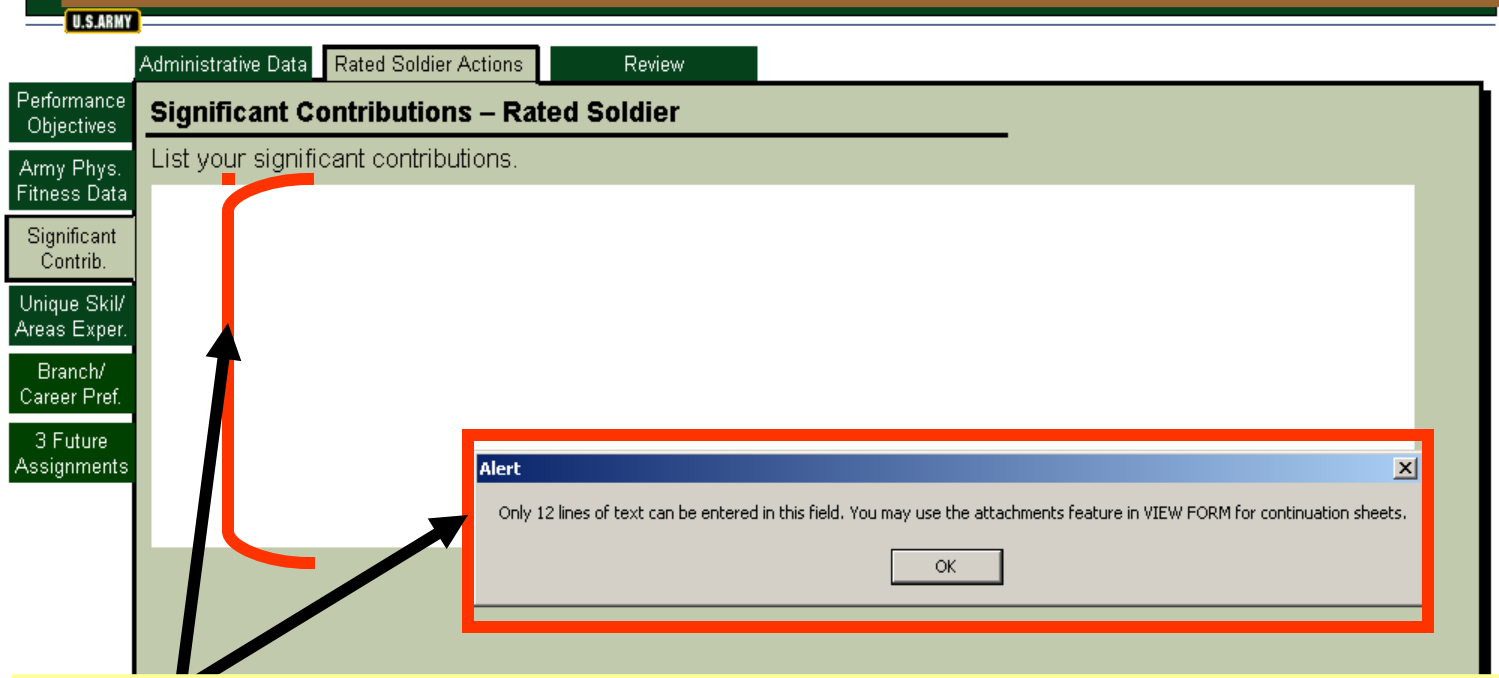
PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SSN	INITIAL	LATER	LATER	LATER
SWICORD, JAN T.	222-22-22[illegible]2	20061016	20070118		
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT		RATER'S AKO EMAIL ADDRESS (.gov. or .mil)			
GS-14, ESO, MSD, TAGD, USA HRC Alex VA, Chief, Eval Systems Office		jan.swicord@us.army.mil			
b. NAME OF SENIOR RATER (Last, First, Middle Initial)	SSN	INITIAL	LATER	LATER	LATER
PICCIRILLI, GEORGE J.	333-33-33[illegible]3	20070119	20070119		
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT		SENIOR RATER'S AKO EMAIL ADDRESS (.gov. or .mil)			
GS-15, MSD, TAGD, USA HRC, Alex VA, Chief, Management Support Division		george-piccirilli@us.army.mil			
c. NAME OF REVIEWER (Last, First, Middle Initial)	SSN	INITIAL	LATER	LATER	LATER
JONES, REUBEN	444-44-44[illegible]4				
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT		REVIEWER'S AKO EMAIL ADDRESS (.gov. or .mil)			
COL(P), TAG, USA HRC Alexandria VA, The Adjutant General		reuben.jones@us.army.mil			
d. RATED NCO's INITIAL's		INITIAL	LATER	LATER	LATER
		20061019	20070119		

Admin Note: these dates are for demo purposes only.

With counseling completed rating officials and rated Soldier can CAC sign/initial the form. You don't have to counsel sitting next to a computer. Discuss performance and potential in a reasonable setting; individuals physically sign the form at the first opportunity thereafter. If there are problems getting to a computer, the rater can make notes internal to the form. Discussions about expectations and performance are important.

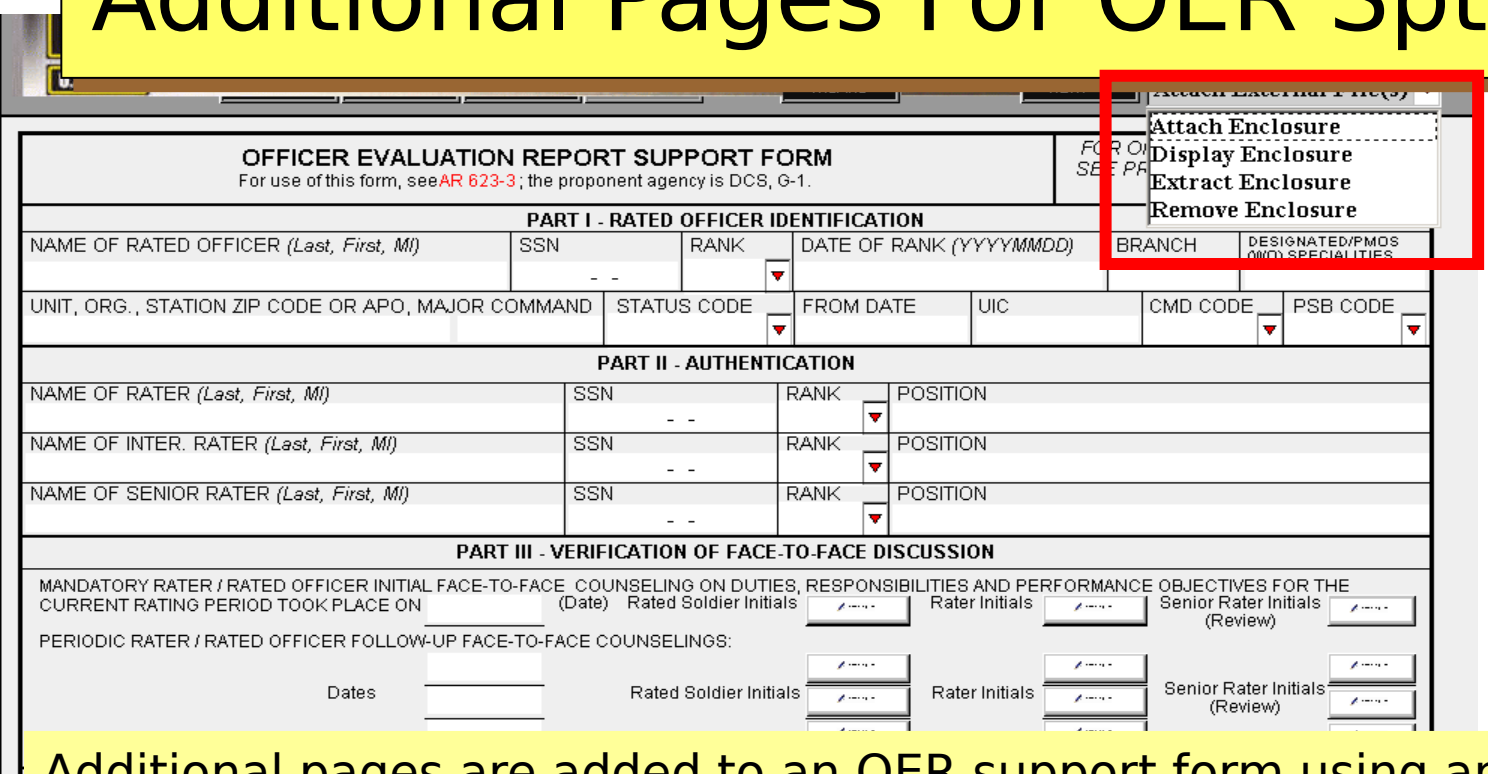
Additional Pages For OER Spt Form:



OER support forms limit text but allow for attachments to document rated officer's accomplishments. Only text visible on the support form itself will transfer to the evaluation automatically. As the support form should accompany the final evaluation during its preparation the rating officials should review the support form in its entirety (to include the attached pages) to glean relevant information for the final assessment.

FYI: The space on the support form is deliberately limited to that which is available on a final evaluation so the transfer action will not randomly truncate information.

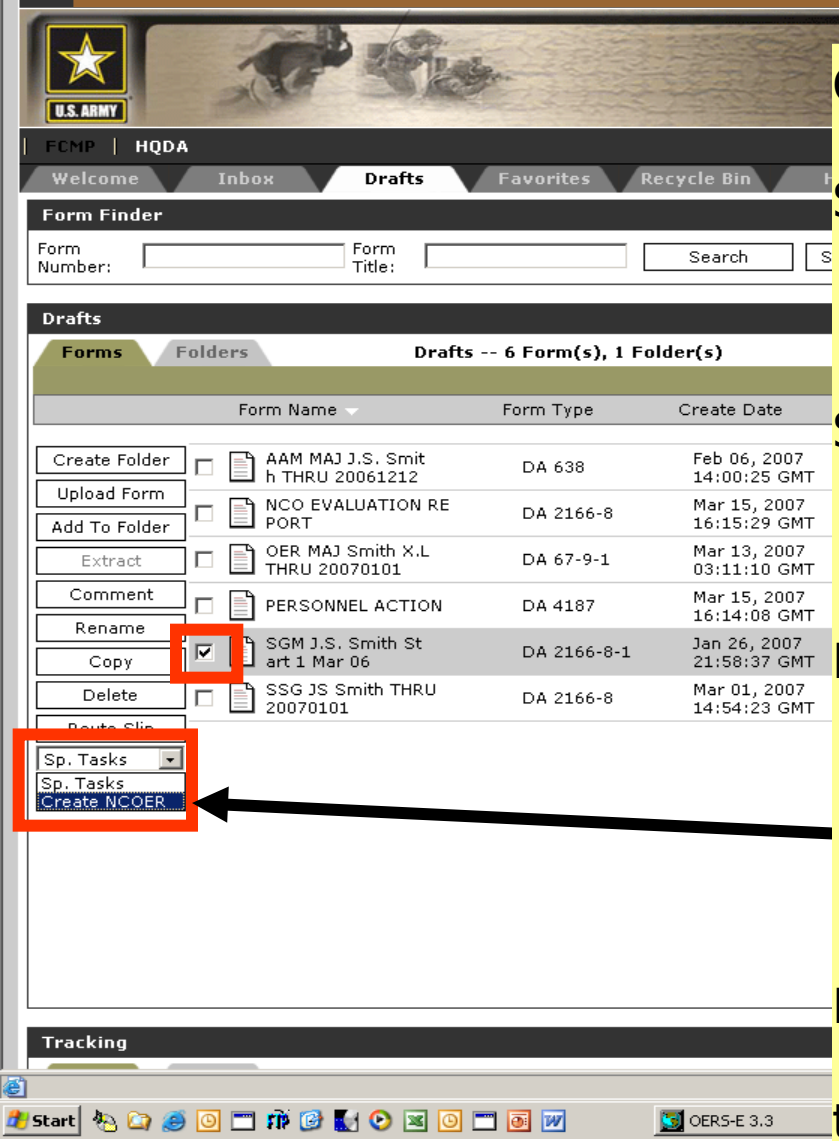
Additional Pages For OER Spt Form:



Additional pages are added to an OER support form using an attachment. Select Attach Enclosure and browse to a document that is already created.

When you sign a support form it locks down the attachment from being viewed by anyone else (to include the person who attached it). This is an error in the form that is being worked. Check to make sure you can display the enclosure after signature. Temporary work-around is to not sign the report with an attachment but make a note of why you didn't sign in the accomplishments section of the form.

Create Evaluation From Support Forms:



Once you place a check in the functions box the
Sp. Tasks (Special Tasks) function button will
activate.

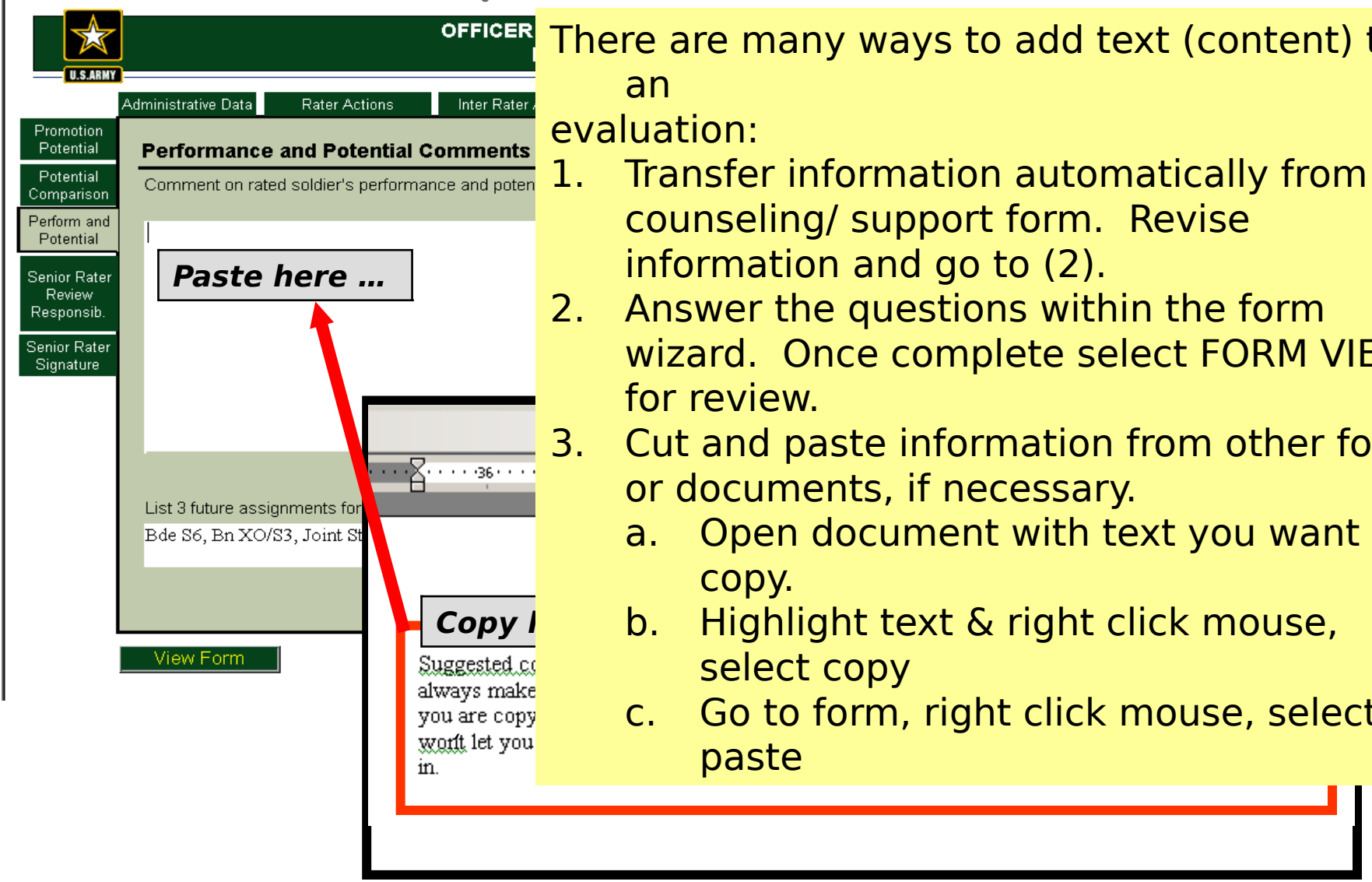
Select the arrow button to show the special tasks
available for this particular form.

Highlight and select the task Create OER (or)
Create NCOER. The option depends on the form
type you have selected.

If this option does not become available, check
that you have the right form selected and check
that you only have one form selected. (It

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN
As of: 7 Apr 08

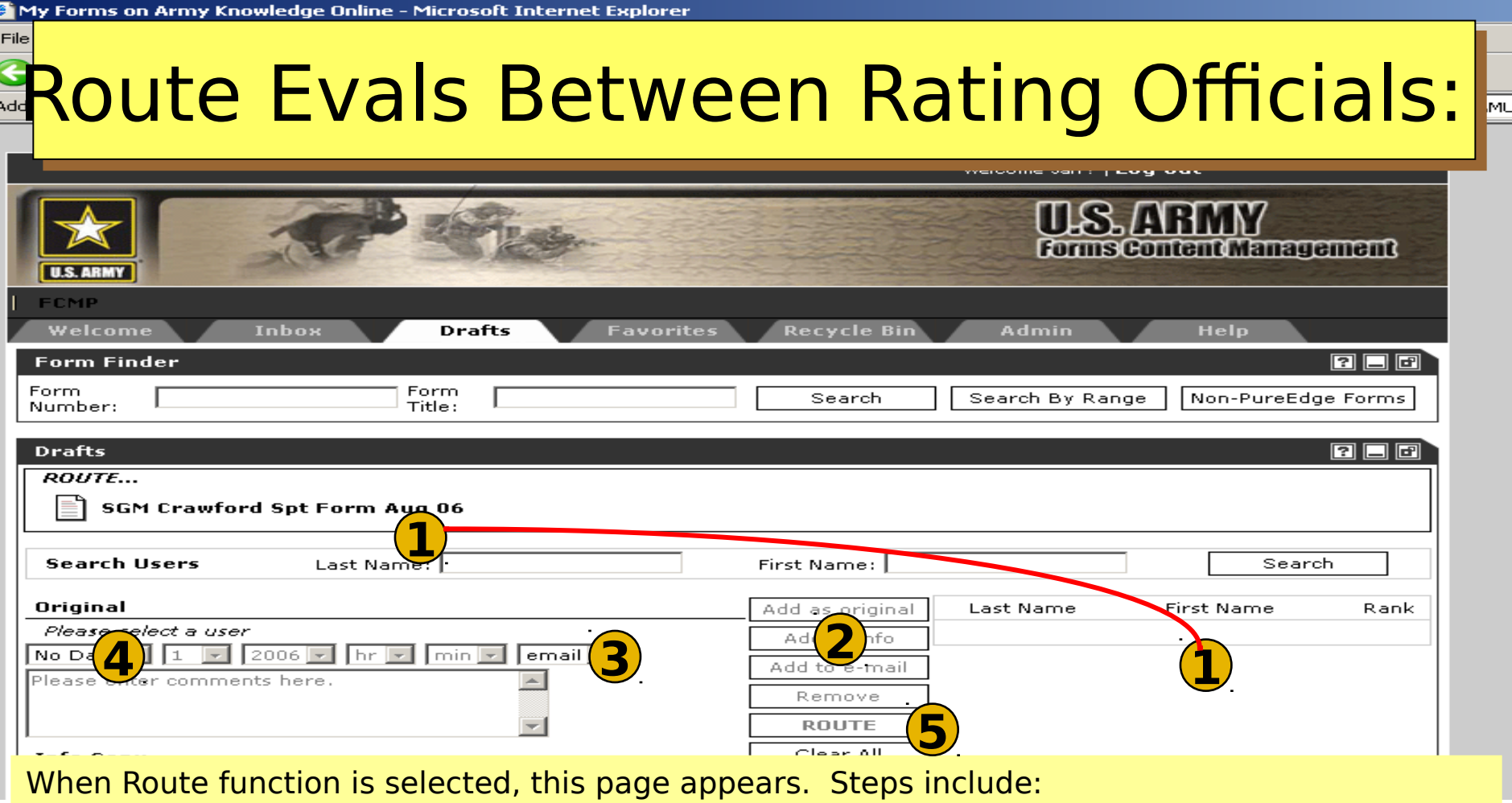
Adding Content to Evaluations:



There are many ways to add text (content) to an evaluation:

1. Transfer information automatically from the counseling/ support form. Revise information and go to (2).
2. Answer the questions within the form wizard. Once complete select FORM VIEW for review.
3. Cut and paste information from other forms or documents, if necessary.
   a. Open document with text you want to copy.
   b. Highlight text & right click mouse, select copy
   c. Go to form, right click mouse, select paste

Route Evals Between Rating Officials:



When Route function is selected, this page appears. Steps include:

1. Select a recipient of the document. (Names will appear on right side.) Try the relatively new FAV feature from which you add names of those you commonly route forms to – It's worth exploring and adding to your kit.
2. Choose the type of document transmission
3. Decide if a notification email is needed
4. Decide if a suspense date/time is needed
5. Click on Route button

This page is being revised by APD and once complete is very user friendly.

Route Evals Between Rating Officials:

Use My Forms routing whenever possible because it:

1. Provides tracking and accountability capability.
2. Is fast and reliable
3. Results in the least number of problems with eval forms

Take a form out of My Forms and email it? You can –

when a rating official does not have an AKO logon

or

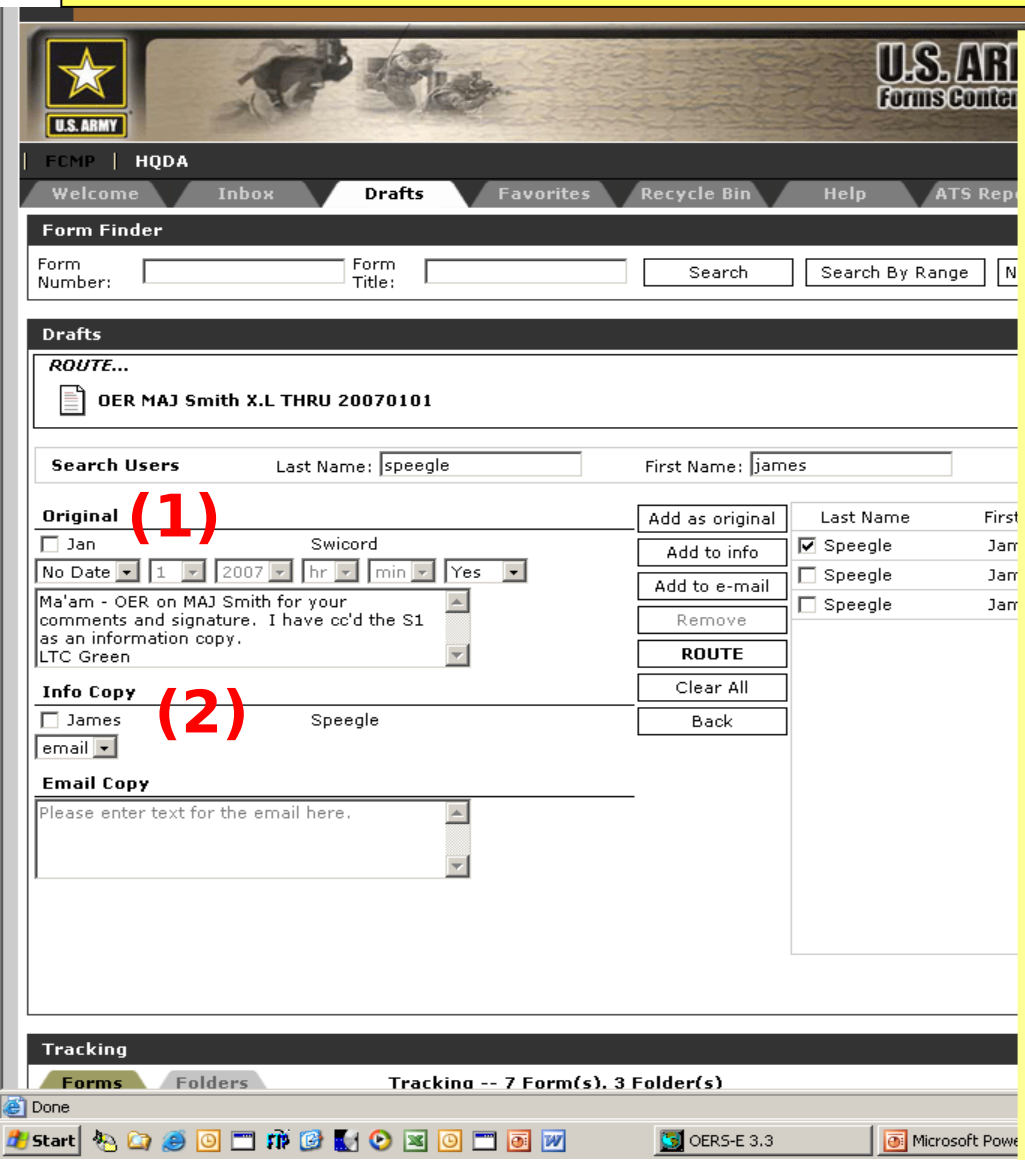
access to AKO but has a CAC reader for signature,

BUT

General Routing Notes:

1. AR 623-3 and DA PAM 623-3 detail an order for completion.
2. Rated officer and rated NCO should see completed report.
3. Individuals not physically in rating chain, but who need to view or comment (i.e., CSM, S1), can be sent

Information Copies:



This example shows:

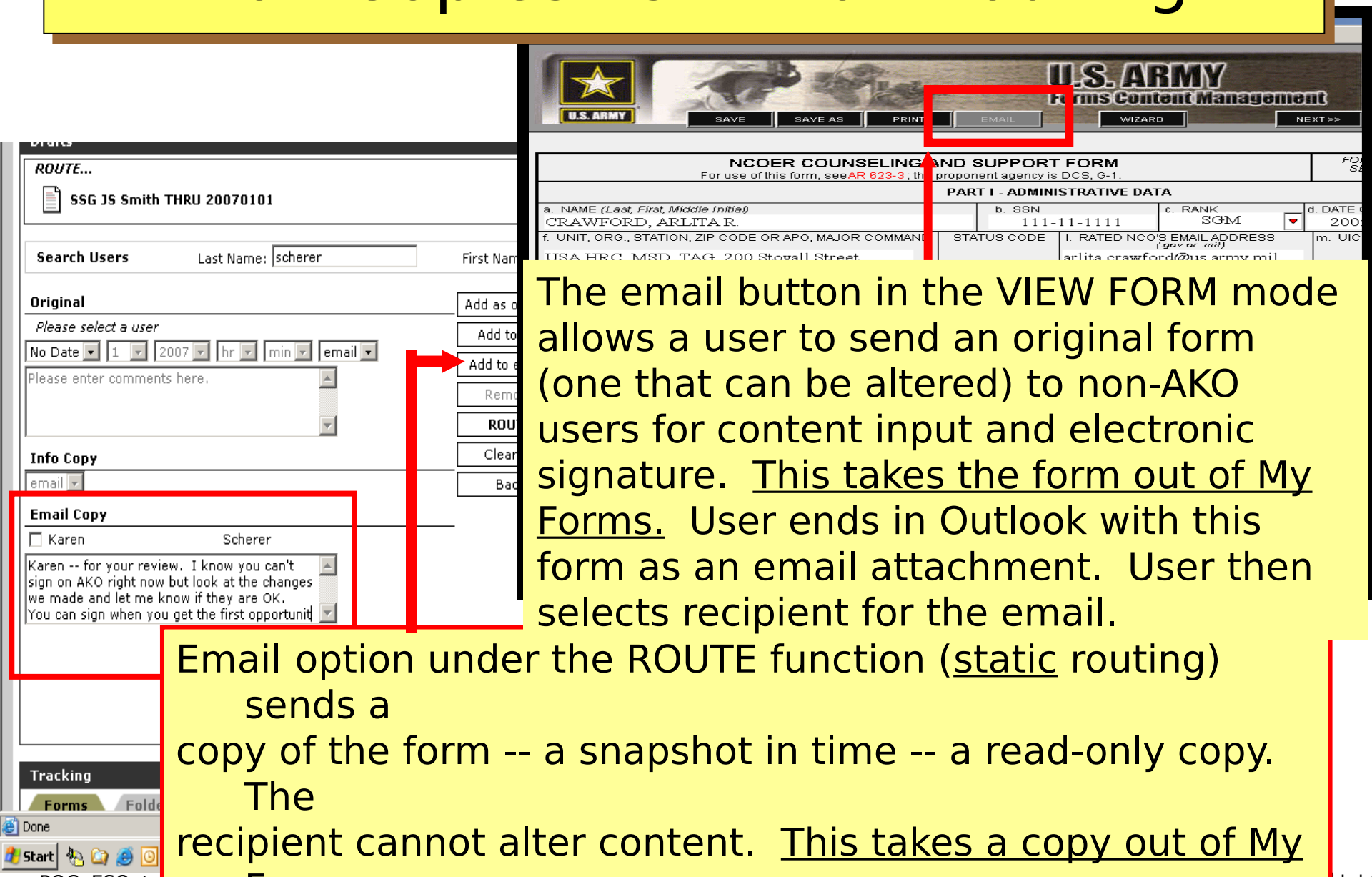
(1) The original going to the rater (with reminder email and text), and

(2) an information copy being sent to the S1 (for tracking)

Sender had to search on a second name to come up with a recipient for this info copy.

In this instance, both recipients get an email to their AKO addresses notifying them that a form has been routed to their My Forms.

Email Copies vs. Email Routing:



The email button in the VIEW FORM mode allows a user to send an original form (one that can be altered) to non-AKO users for content input and electronic signature. <u>This takes the form out of My Forms.</u> User ends in Outlook with this form as an email attachment. User then selects recipient for the email.

Email option under the ROUTE function (<u>static</u> routing) sends a copy of the form -- a snapshot in time -- a read-only copy. The recipient cannot alter content. <u>This takes a copy out of My Forms</u>

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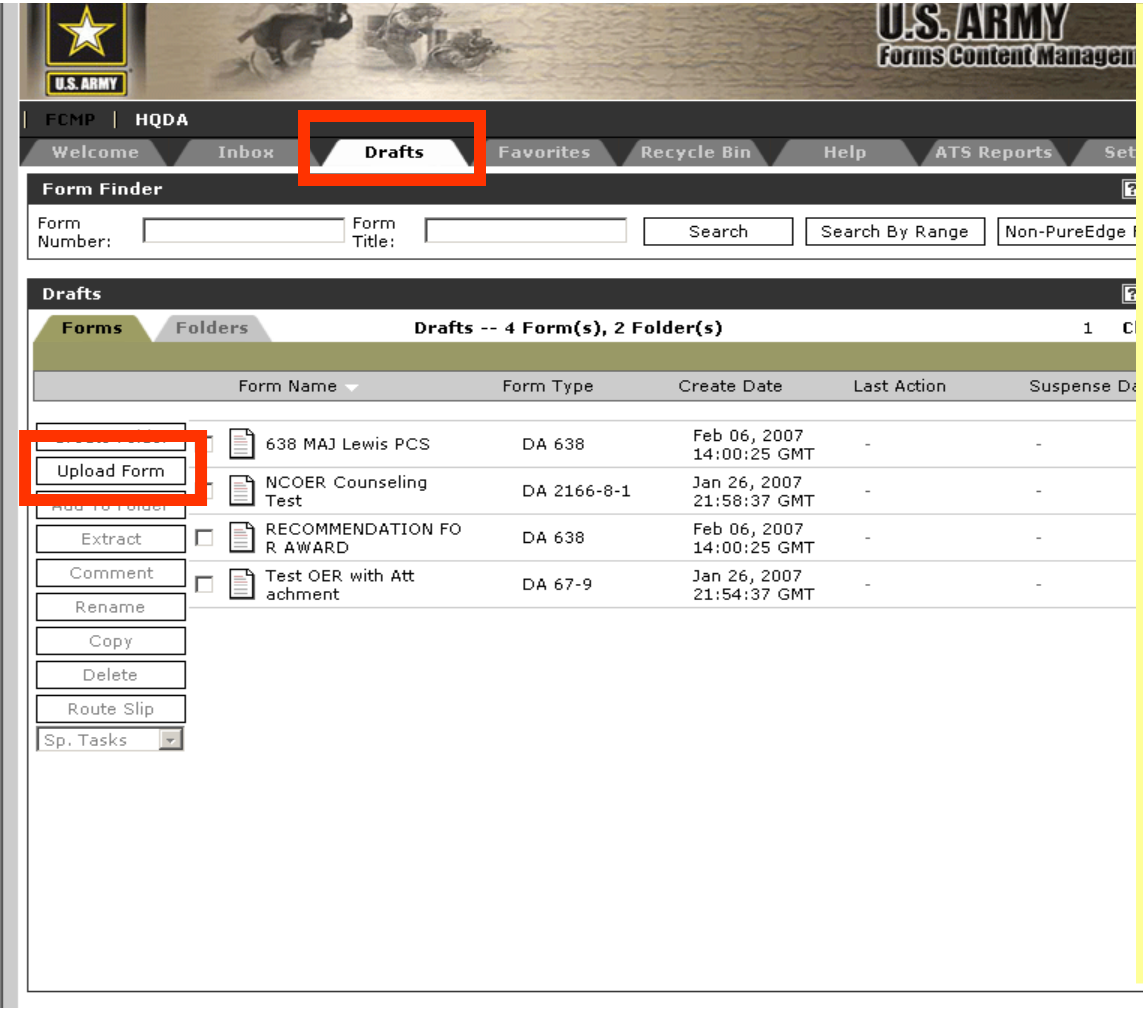
Upload a Form into My Forms:



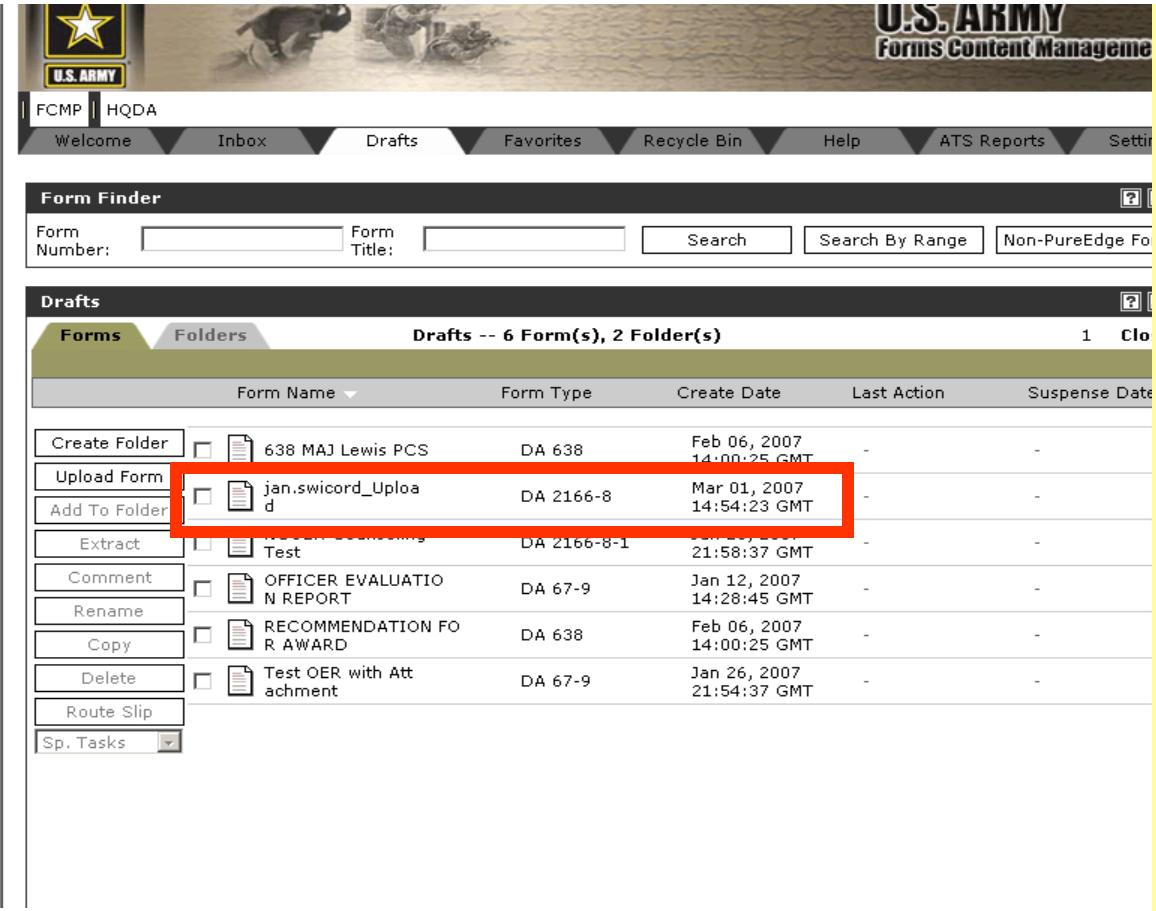
Upload any PureEdge form from a local drive to the My Forms Portal

You need to use this only if the form original has been taken out of the system for any reason.

Two ways to get out of My Forms:

- Save As
- Email from inside Form

Upload a Form into My Forms:



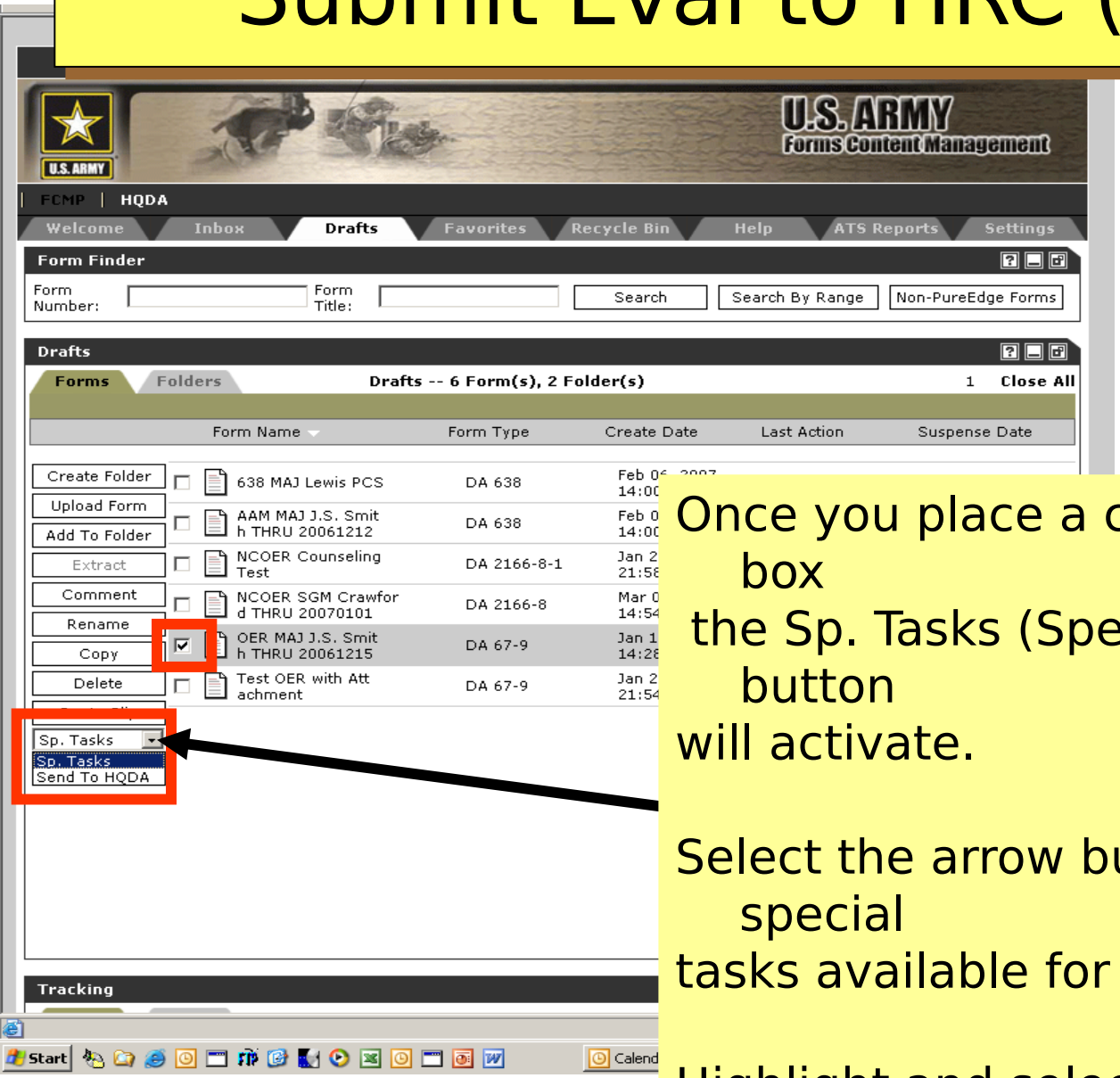
Upon successful upload,
the computer will return you to the DRAFT tab

where you will see your uploaded form.

NOTE: The form name changes. Army Publishing Directorate is working to have uploaded forms retain the original name at upload. Until then…

You can rename the

Submit Eval to HRC (HQDA):

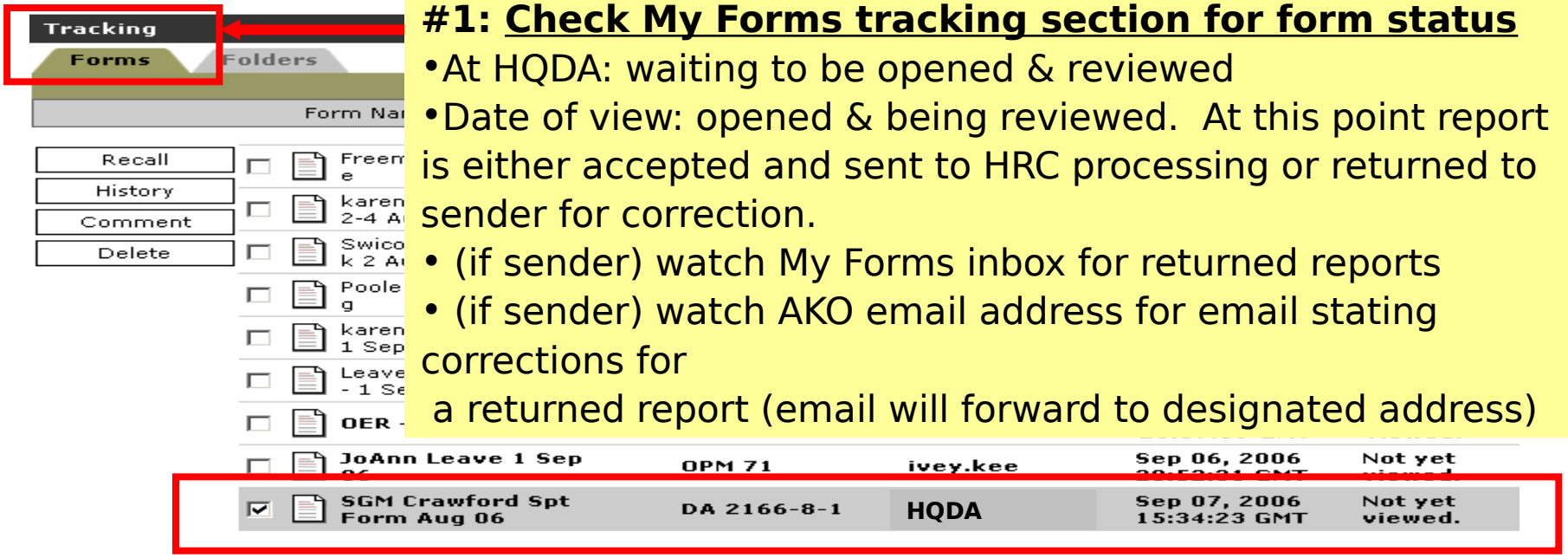


Once you place a check in the functions box
the Sp. Tasks (Special Tasks) function button
will activate.

Select the arrow button to show the special
tasks available for this particular form.

Highlight and select the task SEND TO HQDA

Check for Receipt at HRC:



#1: <u>Check My Forms tracking section for form status</u>

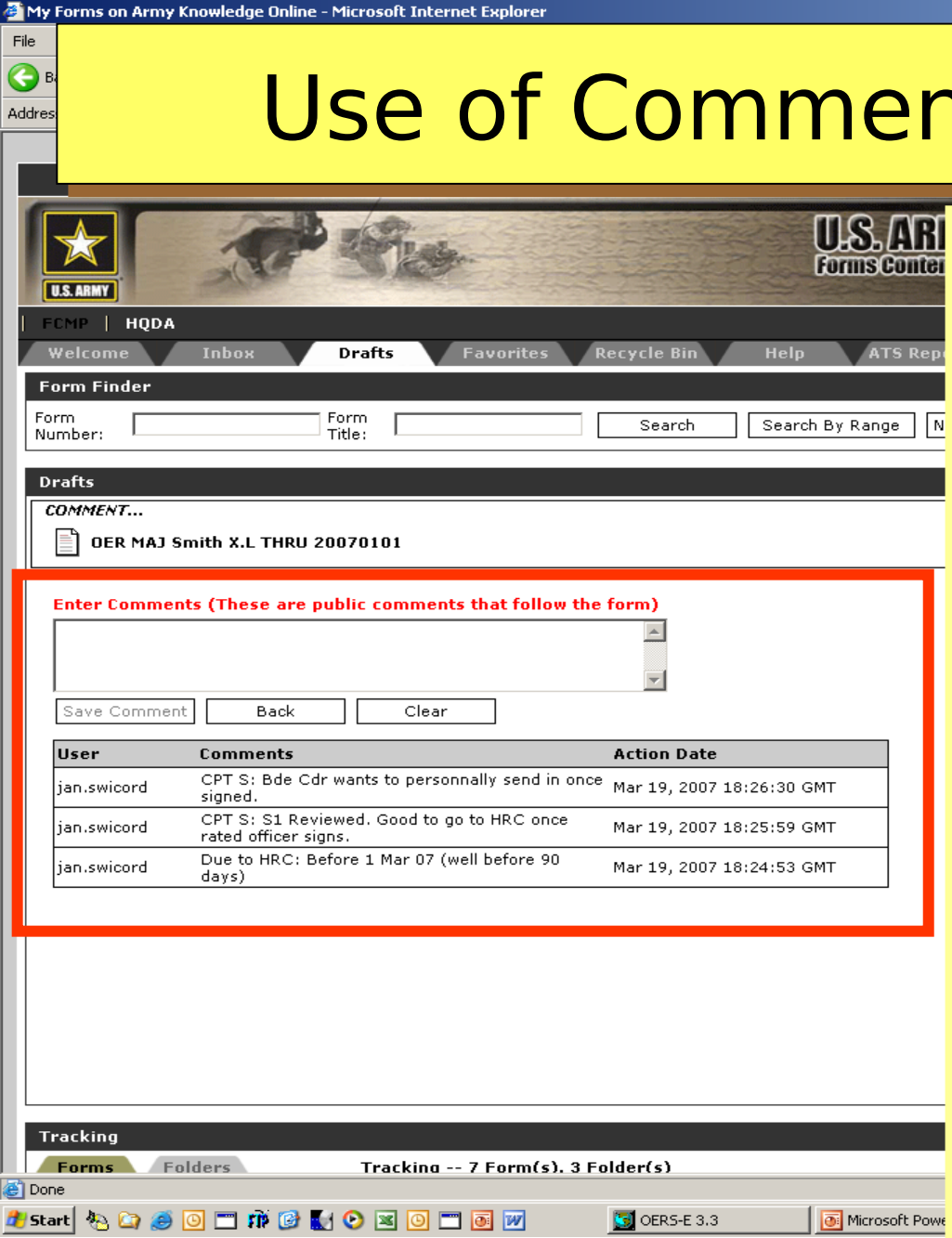
- At HQDA: waiting to be opened & reviewed
- Date of view: opened & being reviewed. At this point report is either accepted and sent to HRC processing or returned to sender for correction.
- (if sender) watch My Forms inbox for returned reports
- (if sender) watch AKO email address for email stating corrections for a returned report (email will forward to designated address)

#2: <u>Validate receipt and processing at HQDA</u>
(use online tools)
<u>Found on:</u>

- USA HRC web front page
- ESPD, ESO, other HRC pages
- AKO Self Service/Personnel

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/mssweb.ht
As of: 7 Apr 08

Use of Comments Function:



- Comments can be used to help keep a report processing.

- A CSM or S1 can enter a note that they have completed their review and the report is ready to be sent to HRC.
- Anyone can enter the date due to HRC.
- Anyone who has the form in his/her tracking has access to these comments.
- Don't use for comments of a very personal nature – everyone reads them!
- Comments here do not get included with an eval in an OMPF.

Some Concerns From New Users:

Concern: Technology allows anyone to send a completed report to HQDA.
Response: Designate the process for your organization in a standing operating procedure (SOP), and talk through the process at OPD /NCOPD or staff calls. Be flexible in difficult cases.

Concern: Can you delete my reports?
Response: Only form originators can delete.

Concern: I cannot make changes to my tracking copy.
Response: Conduct face-to-face meetings, make telephone calls or email, print & ink copies. You can still recommend changes when you see they are needed even if all you have is an information tracking copy.

Concern: Do I need a special proxy? Can I help my senior rater with his/her comments?
Response: Provide input to rating officials using a support form or face to face contact. Or, when routing evaluations, you can: (1) put notes in an email message that routes with the document. Only the recipient of the original is able to view these comments, (2) Add information to blocks designated for other rating officials. They must review, delete, change, or accept elements as their own before signing evaluations.

Concern: When is HRC going to make everybody use this system?
Response: Effective **1 April 2008** all reports submitted to HRC should be submitted via My Forms on AKO. Automatic exemptions are granted for classified evaluations, and for evaluations from deployed units & rating officials, and for ARNG NCOER which are still sent to State/Territory POCs. Other temporary exemptions may be granted on a case by case basis.